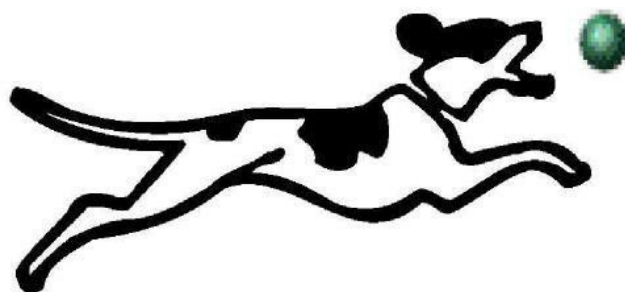




STEWARDS'



GUIDELINES

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INTRODUCTION

The **AFA committee** congratulates you and thanks you for deciding to become a **registered steward**. **Stewards** fill a very important and responsible position at any **race meeting** and this Pack is intended to assist you in becoming a **registered steward** and in performing your role as a **steward**.

There are two types of **stewards** required at a **race meeting**:

- **line stewards** - **line stewards** are positioned at the **start/finish line** on each side of the **ring** facing each other and sitting so they have a clear view across the **ring** on the **start/finish line**, but not sitting so as to interfere with or **distract** the dogs racing. **Line stewards** are responsible for watching for and signalling **rule** violations in their assigned **racing lane** and those occurring behind the **judge** in the **inbound area**.
- **box stewards** - **box stewards** are positioned level with the last jump before the **box** with a good view of the **box** and **box loader** but not sitting so as to interfere with or **distract** the dogs racing. **Box stewards** are responsible for watching for and signalling **rule** violations occurring in their assigned **racing lane** and at the **box**.

Although many of the responsibilities of a **steward** apply equally to **line stewards** and **box stewards** there are some specific responsibilities for each type of **steward**. As you may be called on to act as a **line steward** or a **box steward**, or both, at any **race meeting** it is necessary that you know the responsibilities of both **line stewards** and **box stewards**.

Note: In these Guidelines words or expressions which appear in bold, and italics are words and expressions defined in the AFA rules and they have the same meanings in these Guidelines as in the rules.

What is expected of all stewards?

A **steward's** principal responsibility is to assist the **judge** in ensuring safe racing by watching for, and signalling to the **judge**, **rule** violations from the start of the **warm up period** for a **race** until the **judge** declares the last **heat** of the **race**.

A **steward** must bring any **rule** violation to the **judge's** attention by raising a flag and keeping the flag raised until satisfied that the flag has been seen and acknowledged by the **judge**.

Stewards must:

- be friendly and courteous, even sympathetic.
- be honest, fair, and impartial – where possible a **steward** should not sit in a racing lane in which a **team** from the **steward's club** is racing.
- be firm yet polite.
- be alert and ready for each **heat** – before starting each **race** the **judge** will seek acknowledgment from **stewards** that they are ready.
- help where appropriate to keep racing moving.
- remain stationary during each **heat** - dogs may go around **stewards** and a ball bouncing off a **steward** is still in play.

Stewards must not:

- engage in conversation with a disgruntled competitor - the **steward** must direct the competitor to the **judge**.
- assist **teams** during the **warm up period** or during racing.
- eat in or bring food into the **ring**.
- offer verbal encouragement to **teams**.

If a steward is in doubt as to whether a **rule** violation has occurred, the **steward** should raise a flag. If necessary, the **judge** will confer with the **steward** and decide what action should be taken.

When should *box stewards* and *line stewards* raise their *flags for violations*?

When a dog shows *aggression*:

Background: Dog *aggression* is any behaviour meant to intimidate or harm a person (including a *handler, judge* or other *official*) or other animal.

Action: The *judge* will determine if the degree of *aggression* warrants the dog being excused.

Example: Behaviours which may be considered demonstrations of *aggression* include a dog:

- *lunging, snapping, or nipping at another dog or person with intent.*
- *engaging in heavy growling or intimidating another dog by eyeballing with intent.*
- *chasing and frightening another dog with intent.*
- *chasing and biting another dog or person with or without a resultant sign of injury.*
- *attacking another dog or person.*

When a dog misses a jump on its run to the *box*:

Background: Dogs are required to jump all four jumps on the way to the *box* but may do so in any order and in any direction and may take any jump more than once. If a jump is knocked down and a dog clears the jump as if it was standing the dog does not commit a *rule* violation.

Action: The dog must run again.

Example: A dog having taken some jumps on its way to the *box* loses focus and starts to return to its *handler*. Before the dog crosses the *start/finish line* the *handler* sends the dog back to the *box* and the dog retakes all jumps. This is not a *rule* violation.

When a dog does not carry the ball over all jumps on its return from the *box*:

Background: Dogs must carry the ball over all jumps on their return from the *box*. However, the dog may carry the ball over the jumps in any order and in any direction and may take the ball over any jump more than once.

Action: The dog must run again.

Example: A dog returning from the *box* drops the ball before the second jump. The dog turns and runs back either over or around the jump, collects the ball and then completes the run over the last three jumps. The dog has carried the ball over all four jumps and has not committed a rule violation.

When a dog defecates or urinates in the ring:

Background: This applies at any time from the start of the *warm up period* for a *race* until the *judge* declares the last *heat* of the *race*.

Action: If this occurs before the first *heat* or between *heats*, the dog's *team* forfeits the next *heat*. If this occurs during a *heat*, the dog's *team* forfeits that *heat*.

When a dog or handler causes *interference* to the other team:

Background: *Interference* is anything which causes a dog to deviate from its run or not be able to start or finish its run cleanly or which otherwise obstructs a *team* from running cleanly or in typical fashion. A dog cannot *interfere* with its own *team*.

Action: The **team** causing the **interference** forfeits the **heat**.

Example: A dog from one **team** crosses towards the other **team's racing lane** and a dog in the other **team** deviates from its run and goes around a jump. This is **interference**.

Example: After completing its run a dog turns and follows the next dog in its **team** down the **racing lane**. This is not **interference**.

When a ball is out of play or out of bounds and a dog is inappropriately assisted by the box loader, a spectator, or a handler:

Background: Where a ball bounces out of the **ring** or becomes lodged or trapped in any part of the **ring** the dog must not be aided by a spectator, **handler**, **box loader** or other person to retrieve the ball.

Action: The dog must run again.

Example: The ball bounces out of the **ring**. The dog leaves the ring, collects the ball, and returns the **ring** to complete its run. This is not a **rule** violation.

Example: The ball becomes wedged under the **ring** fence. A spectator kicks the ball into the **ring**, the dog collects the ball and completes its run. This is a **rule** violation.

When a dog which is required to run again does so in the incorrect order:

Background: If a dog is required to run again it must only do so after all the other dogs in its **team** have run. If more than one dog is required to run again, they must run in the order in which they originally ran.

Action: The dog must run again in correct order.

Example: The second dog in a **team** crosses the **start/finish line** but then returns to its **handler**. The **handler** sends the dog again before the third dog runs. This is a **rule** violation, and the dog must run again after all other dogs have run.

Example: The second and third dogs in a **team** do not complete their runs cleanly. The second dog must run again after the fourth dog and before the third dog runs again.

When a team member distracts the opposing team:

Background: **Team** members must not do anything which divides the attention or disturbs the concentration of a dog on the opposing **team**. Examples of **distraction** are bouncing balls, using a **box** at the end of the **racing lane**, throwing objects including balls, toys, Frisbees, dummies, gloves, and treats). **Team** members are also required to pick up loose balls.

Action: For the first instance of **distraction** during a **race**, the **team** receives a warning. For second and subsequent instances the **team** forfeits the **heat**.

When a dog returns from the box with the wrong ball:

Background: The dog must retrieve the ball from the **box** and carry that ball over the **start/finish line**. The dog may carry two or more balls over the **start/finish line** provided one of those balls is the ball taken from the **box**.

Action: The dog must run again.

Example: A dog retrieves the ball from the **box**. On the return run the dog drops that ball and picks up a ball dropped by a previous dog and carries the new ball across the **start/finish line**. This is a **rule** violation.

Example: A dog approaches the **box** with a ball in its mouth. The dog drops that ball, takes the ball from the **box**, and returns with the new ball. This is not a **rule** violation.

Example: A dog approaches the **box** with a ball in its mouth. The dog triggers the **box**, collects the ball which was in the **box** and runs back with both balls in its mouth. This is not a **rule** violation.

When a team jumps the incorrect height:

Background: In **regular class** racing, the jumps must be set at the **jump height** of the dog in the **team** with the lowest **jump height**. In **open class** racing the jumps may be set at any height from seven inches up to the **jump height** of the dog in the team with the lowest **jump height**. Although a **steward** may not know the correct height for a **team's** jumps the **steward** should notify the **judge** if all jumps are not set at the same height. **Stewards** should also check that the top slat of each jump is a one-inch slat – this is a dog safety requirement.

Action: A **team** in **round robin format** will forfeit all **heats** run at an incorrect height. A **team** in **elimination format** will be excused from racing if it runs at the incorrect height.

When else should a **line steward** raise a flag for a **rule** violation?

When a dog returning from the box does not carry the ball across the **start/finish line** in its mouth:

Background: A dog must carry the ball from the **box** across the **start/finish line** in its mouth to complete a clean run. It is not sufficient for the ball to cross the **start/finish line**.

Action: The dog must run again.

Example: The ball leaves the dog's mouth before the **start/finish line** but crosses the line in the air. This is a **rule** violation.

Example: The dog drops the ball and does not retrieve it before the **start/finish line**. This is a **rule** violation.

Example: The dog drops the ball before the **start/finish line** but retrieves the dropped ball before crossing the **start/finish line** with the ball in its mouth. This is not a **rule** violation.

When a **handler** crosses the **start/finish line** during their dog's run:

Background: A **handler** may cross the **start/finish line** during their dog's run to pick up a knocked down jump or retrieve a loose ball. Subject to that exception a **handler**, or anything worn or held by a **handler** may not cross the **start/finish line** during their dog's run. Although a **rule** violation of this nature will normally be detected by the **EJS** the **line steward** should still confirm with a raised flag.

Action: The dog must run again.

Example: After a dog is sent down the **racings lane** its **handler** approaches the **start/finish line**. When calling the dog from the **box** the **handler** swings a tug the end of which crosses the **start/finish line**. This is a **rule** violation.

When a dog does not cross the **start/finish lane** between the **EJS** sensor poles:

Background: Both on its run to and return from the **box** a dog must cross the **start/finish line** between the **EJS** sensor poles.

Action: The dog must run again.

When a **false start** occurs:

Background: No part of a start dog's body (whether in the air or on the ground) or any part of the **handler's** body or any part of anything worn or held by the **handler** is permitted to break the beam on the **start/finish line** before the green light shows on the light tree. When the **EJS** is being used a **false start** will normally be indicated by the

red light on the light tree of the relevant **racing lane** and the horn sounding. If in doubt as to whether the **judge** has seen the **false start** the **line steward** should raise a flag.

Action: In **scratch format** racing the **judge** will **restart** a **heat** when a **team false starts** for the first time. If the **team** also **false starts** on the **restart** the start dog must run again. In **handicap format** racing there are no **restarts** so that if the start dog **false starts** it must run again.

When a dog does an *early pass*:

Background: Only when a dog returning from the **box** has reached the **start/finish line** with any part of its body (on the ground or in the air) may the next dog reach the **start/finish line** with any part of its body. When the **EJS** is being used an early pass will normally be indicated by the red light on the light tree of the relevant **racing lane** and the horn sounding. If in doubt as to whether the **judge** has seen an **early pass** the **line steward** should raise a flag.

Action: The dog must run again.

When else should a *box steward* raise a flag for a rule violation?

When a *box loader* inappropriately assists a dog:

Background: Except during the **warm up period**, to retrieve a loose ball or to get a fresh supply of balls to load, the **box loader** must remain in the upright position behind the **box**, and may offer verbal encouragement only, so long as such encouragement does not **distract** the opposing **team**. The **box loader** is to remain in position until the outcome of each **heat** is determined by the **judge**.

Action: The **box loader's team** forfeits the **heat**.

Example: A **box loader** will be acting inappropriately if the **box loader** does (or attempts to do) any of the following:

- lures the dog to the **box** by showing it a ball.
- sets the **box** off for the dog.
- physically signals the dog to get the ball.
- kicks the ball out from behind the **box** so the dog can retrieve it.

When a *box loader* attempts to fix a *box* malfunction before a *judge's* inspection:

Background: If a **box loader** believes that the **box** has malfunctioned the **box loader** is required to indicate this to the **box steward** and the **judge** by standing in front of the **box** and waving their arms. The **box loader** must not attempt to fix the malfunction until the **judge** has seen and tested the **box**.

Action: If the **box** is working when inspected by the **judge** it will be assumed that the **box** was working during the **heat** and the **team** will forfeit the **heat**.

When a spectator gives inappropriate assistance to a dog; **Background:** Spectators

must not inappropriately assist a dog.

Action: The dog must run again.

Example: A spectator kicks a ball back into the **ring** or entices a dog by using food or methods other than verbal encouragement.

When a dog does not trigger the *box*:

Background: All **boxes** are required to have a mechanical ball release mechanism. Dogs must trigger the mechanism to release the ball.

Action: The dog must run again.

Example: A dog stops in front of the **box** and takes the ball from the **box** without putting any paw on the **box** or triggering the mechanism. This is a **rule** violation.

What other responsibilities does a *line steward* have?

A *line steward* is required to assist the *judge* in deciding the outcome of each *heat*:

At the end of each *heat* the *judge* will ask each *line steward* to confirm the number of dogs that ran and whether the *line steward* has anything to report. The *line steward* should then report to the *judge* any incidents that may have happened during the *heat* and that have not already been dealt with by the *judge*.

A *line steward* should assess which *team* wins each *heat* in case there is a failure of the *EJS* or if a *team captain* challenges the result of the *heat*.

A *line steward* is required to assist with *manual timing* when the *EJS* fails:

If the *EJS* fails completely, the *line stewards* will be required to assist with *manual timing* using stop watches.

When *manual timing* is used:

- the *judge* will start the *heat* by counting down three seconds and then blowing a whistle.
- the *line steward* must start the stop watch when the *judge* blows the whistle and not when the first dog crosses the *start/finish line*.
- the *line steward* must stop the stop watch when the *team* in the *line steward's* assigned *racing lane* has run all their dogs cleanly or when the *judge* has called the *heat* as completed by blowing a whistle.
- the start dog *false starts* if any part of the dog's body crosses the *start/finish line* before the *judge* blows a whistle to start the *heat*.
- If a *false start* occurs and the *heat* is *restarted*, the *line steward* must stop the stop watch and re-start the stop watch when the *judge* blows the whistle for the *restart* of the *heat*.
- the *line steward* must look for all other *rule* violations which apply when the *EJS* is used.
- the stop watches do not determine the result of a *heat* – the result is based on a visual view of the *start/finish line*.
- if there is a close finish the *judge* will confer with the *line stewards*. If the *line stewards* do not agree on the winner of the *heat* the *judge* will either declare a winner or declare the *heat* to be a tie.
- once the *judge* declares a *heat* the *line stewards* must give the *heat* time to the *timekeepers*.
- *line stewards* must keep the *heat* time on their stopwatches until the *judge* asks if they are ready for the next *heat*.

What other responsibilities does a *box steward* have?

A *box steward* must check the positioning of the *box* and other equipment:

Box stewards should check that:

- the *box* has been positioned correctly – the front of the *box* must be behind the defined *box line*.
- any container for balls must be out of the line of sight of the racing dogs, preferably behind the backboards.
- all training jumps and other equipment used during the *warm up period* must be moved to behind the *barriers* before racing starts.